



## *City of Cathedral City Employment Opportunity*

### **FIREFIGHTER/PARAMEDIC**

**SALARY RANGE:**      **\$4212.63 mo - \$5120.97 mo. with longevity steps to \$5516.97 mo.**

The City offers an excellent benefit package that includes; City-paid PERS contribution, 2%@50, vacation & sick leave, 457 Plan, life and disability insurance coverage; employee health, dental, and vision coverage; health coverage is on a joint contribution basis for dependents.

**JOB DUTIES:** Responds to calls for medical aid including traffic collisions and rescues. Provides pre-hospital care, including examining patients and monitoring vital signs; establishes IV lines, administers medications, inserts airways, defibrillates hearts, and takes other Basic life support actions; communicates with hospital and health care professionals in person or by radio; completes required reports; cleans, services, and insures the operational readiness of vehicles, apparatus, hoses, and equipment; connects supply lines in a fire emergency and extinguishes fires using hand lines, ladders and portable water monitors; searches for and rescues victims from buildings and motor vehicles, sometimes uses specialized power tools; performs aerial and underground rescue operations, including rigging and shoring; decontaminates hazardous material spills; works with the community to provide a variety of educational, public relations, and service programs; gives CPR and medical support training classes to the public and fire staff; and participates in salvage and overhaul operations.

**QUALIFICATIONS:** Graduation from High School or GED equivalency, possession of a Paramedic certification at the time of appointment and maintain as a condition of continued employment. Candidates must submit proof of successful completion of Biddle Physical Ability Test or CPAT within the last 12 months. California Class B Driver License and Hazardous Materials FRO (First Responder Operational) certificate must be obtained by the end of the probationary period and must be maintained as a condition of continued employment.

**DESIRABLE QUALIFICATIONS:** College coursework in Fire Science and previous fire fighting experience in a volunteer or paid capacity. Certificate of Completion from an accredited California fire academy, or certification as a Firefighter I.

**PHYSICAL EFFORT:** This position requires heavy lifting, carrying, climbing, pushing, pulling, stooping, bending, and exposure to extreme heat, flammable liquids, hazardous gases, smoke, explosions, chemicals, electrical hazards, faulty structures, inclement weather and communicable diseases. Must possess strength and stamina sufficient to lift and carry equipment and individuals weighing up to 150 lbs. and be able to wear self-contained breathing apparatus.

**APPLICATION AND SELECTION PROCEDURE**

You must file an official City application and Firefighter/Paramedic Supplemental Application. All application material must be received in the Human Resources department before your application will be considered. A copy of your Biddle Physical Ability Test or CPAT within the last 12 months and photocopies of certification(s) must be included. Selection process will include: application screening in relation to position criteria, a limited number of the most suitable applicants will be invited to participate in the skills test; oral board interview, and a final interview with the Fire Chief. Candidates must be successful on each part of the testing process in order to be placed on the Firefighter/Paramedic Eligibility list. The process may include a written test.

### **FINAL FILING DATE: CONTINUOUS**

**Applicants will be tested on an as-needed basis from applications on file.**

You may request an application by visiting our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov), by calling our job hotline at (760) 770-0365, or in person at City Hall 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Selected candidates must pass a pre-employment physical, stress exam, drug screen, psychological evaluation (written/oral), and a background investigation.

**CITY OF CATHEDRAL CITY  
HUMAN RESOURCES DIVISION**

**FIREFIGHTER / PARAMEDIC  
SUPPLEMENTAL APPLICATION**

This supplemental application is part of the selection process. It must be completed fully and accurately.

NAME	SSA #	
ADDRESS		HOME TELEPHONE
CITY/STATE/ZIP CODE		WORK/ MESSAGE TELEPHONE
E-mail		

Are you at least 18 years of age? Yes \_\_ No \_\_

Are you a High School graduate or do have a GED? Yes \_\_ No \_\_

**Fire Certificates**

Have completed training at a California Fire Academy (Attach) Yes \_\_ No \_\_

Do you have a current California Paramedic certificate? (Please Attach) Yes \_\_ No \_\_

Do you have a Hazardous FRO (First Response Operational) Certificate Yes \_\_ No \_\_

Do you have a current (within 12 mo.) PAT completion letter (Attach) Yes \_\_ No \_\_

**Driving Record**

Do you have a valid California Driver's license? Class \_\_\_\_\_ Yes \_\_ No \_\_

LICENSE NUMBER	EXPIRATION DATE	STATE
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Violations/accidents in the past three years:

DATE(S)	VEHICLE CODE	INCIDENT

**Education And Training**

Please list your Fire/Science education and training courses taken:

COURSE TITLE	UNITS	INSTITUTION	YEAR TAKEN

**Candidate Certification**

I have read the requirements for Firefighter/Paramedic at the City of Cathedral City. I fully understand these requirements and hereby certify that I meet the requirements. I hereby certify that all information on this supplemental application is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Employment and Benefit Information

## **THE CITY OF CATHEDRAL CITY:**

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the city has a permanent population of over 53,281 as of 07/05 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6000 residents during the winter months. Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and California State University at San Bernardino (Valley campus) offers excellent educational opportunities. Approximately 200 City employees provide a full range of municipal services including police, fire, parks and leisure, planning and redevelopment, public works, and tree and street maintenance. For more information, visit our website @ [www.cathedralcity.gov](http://www.cathedralcity.gov).

## **EQUAL OPPORTUNITY EMPLOYER:**

The City of Cathedral City is an equal opportunity employer. It is the policy of the City to promote equal employment opportunity for applicants and employees without regard to race, color, ethnic or national origin, religious creed, ancestry, age, sex, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical condition, sexual orientation, domestic partnership status, or religious opinion or affiliation, military veteran status and/or any other legally protected status.

## **APPLICATION MATERIALS:**

All application materials must be received in the Human Resources Division by the closing date and time indicated in the job bulletin. Fill out all parts of the application materials completely and accurately.

- If you have been convicted of any law violation (other than a minor traffic violation), be certain to provide complete details on a Conviction Review Form, you can request a form from Human Resources or download one from the website.
- Unsigned applications will be rejected.
- Resumes may be attached but are not accepted in lieu of an official City employment application.
- Faxes, e-mails or postmarks are not accepted.

An eligibility list containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

**Reasonable Accommodation:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Office at the time of application. The City of Cathedral City reserves the right to request verification of disability.

**Medical Examination:** All new City employees must successfully complete a medical examination, psychological examination and drug test by a City approved physician and laboratory prior to employment.

**Probation Period:** The first one (1) year or 2800 working hours, whichever is greater, after a classified service full-time employee has been appointed shall be a probationary period.

**Non-smoking policy:** The City prohibits smoking in all City buildings.

## **EMPLOYEE BENEFITS:**

The City provides an outstanding benefits plan that includes:

- PERS retirement fully paid by the City 2%@50. City pays employer + employee contribution.
- Social Security – The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages except for Medicare hospital insurance protection.
- City paid medical insurance for employee: Employees may choose from Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO)
- City paid benefits (dental / vision) for employee + dependents
- Domestic Partner Coverage
- Short and Long Term Disability insurance
- Group term life at one (1) times annual salary as well as AD&D.
- After completion of 12 mo. \$100 per month to be paid in two installments of \$600 each in May and November.

### ➤ Vacation

Less than 2 years.	144 hours / yr.
2 years to 6 years	180 hours / yr.
6 to 10 years	216 hours / yr.
10 years or more	252 hours / yr.

- Deferred Compensation (457 plan). City match up to \$25.70 per pay period (26 pay periods)
- Sick Leave – 5.54 hours per pay period (26 pay periods)
- 12 paid Holidays
- Educational Reimbursement
- Bilingual pay .50 cent hourly differential. In addition those who use bilingual skills regularly receive yearly differential pay of \$208.00.
- Additional compensations (Hazmat, Paramedic Recertification, Uniform allowance)

This benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.